



**DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT**

**Website:** <http://www.dfa.ms.gov>

**E-mail:** [PurchasingandTravel@dfa.ms.gov](mailto:PurchasingandTravel@dfa.ms.gov)

**Telephone Number:** 601-359-3409    **Fax Number:** 601-359-3910

**Table of Contents**

<i>Featured Contracts</i> .....	1-2
<i>Surplus Property</i> .....	2
<i>Travel</i> .....	2
<i>Procurement Card</i> .....	2
<i>News Around the State</i> .....	3

**The Office of Purchasing, Travel and Fleet Management**

**Ross Campbell, Director, OPTFM**  
Ashley Harrell

**Michael Cook, Director, OPT**  
James Brabston  
Candice Hay  
Regina Irvin  
Neshell Myers  
Steve Tucker

**Symone Bounds, Director of Marketing and Audit**  
Carlos Galloway  
Ramona Jones  
Yolanda Thurman

**Wayne Cranford, Director, Bureau of Fleet Management**  
Billy Beard



## FEATURED CONTRACTS

### Envelopes

**Commodity:** Envelopes – it features a variety of envelopes in assorted sizes (printed and non-printed).

The Envelopes Contract has been extended for a period of one year with the current vendor, Tampa Envelopes.

**Type of contract:** Competitive contract. These contracts are established on the basis of written specifications and sealed competitive bids with a contract being awarded to the vendor that has submitted the lowest bid that meets the specifications. All state agencies are required to purchase from the awarded vendor unless approval to do otherwise is obtained from the Office of Purchasing, Travel, and Fleet Management. Governing authorities may purchase from other than the awarded vendor provided they purchase an identical item at or below the contract price. Governing authorities may also ignore the contract and follow the procedures for an open market purchase.

**Dates of Contract:** August 1, 2017 through July 31, 2018

**Vendors on Contract:** Tampa Envelopes is the primary supplier for this contract

**Contract Link:** These contracts can be viewed at the following link:  
<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/state-contracts/d-e-f/envelopes/>

**Contract Analyst:** Ramona Jones, [Ramona.Jones@dfa.ms.gov](mailto:Ramona.Jones@dfa.ms.gov)

**Contract Spend:** The current spend on this contract is \$114,376.67.

### Paper, Carbonless

**Commodity:** Carbonless Paper

**Type of contract:** Competitive

**Dates of Contract:** August 1, 2017 – July 31, 2018, Renewal 1

**Vendors on Contract:** Jackson Paper / Newell Paper

**State Contract Number:** 8200027019

**Smart Contract Number:** 1130-17-C-SWCT-00003-V003

**Vendors:** Jackson Paper / Newell Paper, Prime Supplier; Supplier ID # (3100017732). Contact and ordering information can be found on the last page of attachment "Paper, Carbonless Contract EXT1 082017".

**Contract Analyst:** James Brabston, [James.Brabston@dfa.ms.gov](mailto:James.Brabston@dfa.ms.gov)

**Contract link:** <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/competitive-contracts/p-q-r/paper-carbonless/>

**Contract Spend:** \$55,718.25

Remember State Agencies **must** use OPTFM competitive bid contracts and governing authorities may use OPTFM competitive bid contracts.



### Surplus Property

Hurricane season is fully underway, and we have many items available that your agency might need:

We have ten enclosed generators available at this time: 2-15kw 50/60hz 3-Phase; 5-30kw 50/60hz 3-Phase; 2-60kw 50/60hz 3-Phase; and 1-100kw 50/60 3-Phase.

We also have an International Septic Vacuum Pump Truck w/5-Speed Transmission, Model #4700 4x2; 25,293 Miles.

We have plenty of file cabinets, both lateral and vertical 2 drawer to 5 drawer, and wooden bookcases 3 shelf to 5 shelf.

John Fuller is our Warehouse Manager. Contact John or Burnette Robinson for any questions regarding items that you might need. Edward Jones is our property officer and he can assist you in scheduling times for return of excess property to our office.

### Travel Program

The Trip Optimizer System Calculator (TOS) has been effective since July 1, 2017. With your continued support and efforts, the TOS has saved over \$64k in the first month of utilization. The support from agencies and employees has been phenomenal and we ask that you continue to support our office as we do our best to ensure agencies have the information necessary to continue to fulfil their mission. Along with the new TOS, a new travel voucher has been released and can be located at <http://www.dfa.ms.gov/dfa-offices/fiscal-management/maapp-manual/sections-13/>. When utilizing the TOS please remember:

- The least expensive option will be given to the traveler as a reimbursement
  - This can be total rental cost or total reimbursement expense
- Input any miscellaneous fees such as taxi fares, sales tax, motor vehicle tax into the miscellaneous fees field
- You should not put a value in **both** the vehicle rental daily price field and the vehicle rental weekly price

This updated voucher allows the total rental cost value to be placed on sheet 1 of the travel voucher as seen below:

Non-Taxable Meals	
Lodging	
Registration	
Total Rental Cost	
Travel in Private Vehicle	
Travel in Rented Vehicle	
Travel in Public Carrier	

### Procurement Cards

Every month, each control account and each specific card account should receive a statement. Each statement should be reflective of all approved transactions throughout the month. Each transaction on the statement should have a matching itemized receipt with that month's statement. Periodically, each month's statement and transaction receipt file should include supporting documentation such as memos and quotes. The supporting documentation allows reviewers to gain insight on special transactions in case of justification is necessary later. All statement data – statement from bank, itemized receipts, and supporting documentation – should be on file at the entity in a central, yet secure location accessible to the program and alternate coordinator for 3 years. After the 3<sup>rd</sup> year, the data can be shredded and recycled. Please do not hesitate to contact OPTFM or Symone Bounds if a month's statement is not delivered via mail or internet at 601-359-3409 or at [Symone.bounds@dfa.ms.gov](mailto:Symone.bounds@dfa.ms.gov).





**Want To Find More Minority Contractors?**

[www.mnbr.org](http://www.mnbr.org)

**Our Online Registry Gets You Connected**

Mississippi Development Authority's minority and woman-owned business online registry can put you in touch with minority contractors. You can search by geographical location, type of service and products provided or by our easy-to-use alphabetical listing.

**What are the benefits of utilizing a minority contractor?**

**Gain a Competitive Advantage**

Minority-Owned companies are in a better position to provide personalized customer service and flexible and innovative solutions to challenges which gives your organization a competitive advantage.

**Efficient Utilization of Resources**

Increased competition creates cost saving opportunities for consumers. Minority-Owned companies often have low overhead and respond efficiently to the needs of procurement professionals.

**Greater Representation and Community Development**

Contracting with minority-owned companies has a direct economic impact on entire communities where minority-owned companies have incorporated their businesses.

**Start searching online now**

Visit [www.mnbr.org](http://www.mnbr.org)

For information contact Derek Finley at Mississippi Development Authority at 601.359.2036 or e-mail: [dfinley@mississippi.org](mailto:dfinley@mississippi.org)